



**RESIDENTIAL SITE PLAN  
CHECKLIST  
SECTION 134-135**

**REQUIRED FEE: \$500.00 + Applicable Pass-Through Fees (Ordinance 2013-01)  
(Please note this fee is non-refundable)**

Instructions: Type of print with BLACK INK. Fill out carefully. Each question must be answered and the necessary documentation provided with application. Attach additional pages as necessary.

NAME OF DEVELOPMENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

OWNER/DEVELOPER: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ENGINEER/ARCHITECT: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

SURVEYOR: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

VICINITY PLAN: YES \_\_\_\_\_ NO \_\_\_\_\_ LEGEND: YES \_\_\_\_\_ NO \_\_\_\_\_

SITE PLAN: 1' = \_\_\_\_\_ ZONING \_\_\_\_\_ NORTH ARROW \_\_\_\_\_

SETBACKS: FRONT: \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_

PARCEL ID: LOT \_\_\_\_\_ PB \_\_\_\_\_ PG \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BOUNDARY & TOPO (FLA P.L.S.): \_\_\_\_\_

GROSS AREA: \_\_\_\_\_ SQ. FT. COUNTOURS \_\_\_\_\_ EASEMENTS \_\_\_\_\_ BENCH DATUM \_\_\_\_\_

EXISTING: BUILDING: \_\_\_\_\_ POWER \_\_\_\_\_ SEWER \_\_\_\_\_ WATER \_\_\_\_\_

STORM DRAINAGE \_\_\_\_\_ PAVEMENT \_\_\_\_\_ GAS \_\_\_\_\_ OTHER \_\_\_\_\_

PROPOSED: BUILDING: \_\_\_\_\_ GROSS AREA \_\_\_\_\_ SQ. FT. IMPERVIOUS \_\_\_\_\_ PAVEMENT

AREA \_\_\_\_\_ SQ. FT. SIDEWALKS \_\_\_\_\_

SETBACKS: FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_

PAVEMENT TYPICAL SECTION: \_\_\_\_\_

DRAINAGE: OPEN \_\_\_\_\_ CLOSED \_\_\_\_\_ RETENTION/DETENTION \_\_\_\_\_ FENCED \_\_\_\_\_

BASIN: WET \_\_\_\_\_ DRY \_\_\_\_\_ SIDE SLOPES \_\_\_\_\_ VOL \_\_\_\_\_ CF \_\_\_\_\_

WATER: OUC \_\_\_\_\_ FIRE HYDRANT(S) \_\_\_\_\_ MAIN SIZE \_\_\_\_\_

SEWER: \_\_\_\_\_ SEPTIC TANK \_\_\_\_\_ POWER \_\_\_\_\_

LIGHTNING: \_\_\_\_\_ TELEPHONE \_\_\_\_\_ GAS \_\_\_\_\_ REFUSE \_\_\_\_\_

LANDSCAPING \_\_\_\_\_ SIGNS \_\_\_\_\_ STRIPNG \_\_\_\_\_

PARKING: REQ'S SPACES \_\_\_\_\_ PROVIDED \_\_\_\_\_ REG \_\_\_\_\_ H'CAP \_\_\_\_\_ TOTAL

PERMITS REQUIRED:	SERVICE AGREEMENTS OR PERMITS:
SEWER:	OUC
DRAINAGE: SJRWMD	DUKE ENERGY
FDOT	SEABOARD SYSTEM RAILROAD
SEPTIC TANK	OTHER:
FIRE PROTECTION:	
FDER:	



**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<p>Owner Signature _____</p> <p>The foregoing instrument was acknowledged before me this          ____ / ____ / ____ by _____ who          is personally known to me and who produced          _____          _____ as          identification and who did not take an oath.</p>	<p>Contractor Signature _____</p> <p>_____ The foregoing          instrument was acknowledged before me this ____ / ____ / ____          by _____ who is personally          known to me and who produced _____          _____ as          identification and who did not take an oath.</p>
<p><b>Notary as to Owner</b> _____</p> <p>Commission No. _____</p> <p>State of FL. County of _____</p> <p>My Commission expires: _____</p> <p>(SEAL)</p>	<p><b>Notary as to Contractor</b> _____</p> <p>Commission No. _____</p> <p>State of FL. County of _____</p> <p>My Commission expires: _____</p> <p>(SEAL)</p>

- (a) It shall be unlawful for any person to commence site development of any land zoned commercial or industrial within the city, unless such person shall have first obtained a site development permit therefore from the city. The term "site development" is defined as the development or construction of any commercial or industrial structure or improvement including but not limited to clearing, grading, paving, drainage, utility construction, building construction, landscaping and related work.
- (b) No site development permit shall be issued unless an application in quadruplicate for the issuance of a site development permit is submitted to the city clerk. The application shall state the name and address of the applicant, the nature, location and purpose of the site development, the date of commencement and proposed date of completion of the site development, and the following minimum plan components:
- ☐ The zoning classification and legal description of the property to be developed.
  - ☐ A boundary and topographic survey of the property prepared by a professional land surveyor registered to practice in the state showing existing elevations based on the county data and existing contours at one-foot intervals.
  - ☐ A site plan depicting all structures, existing and proposed, indicating setbacks from property lines and distances between structures.
  - ☐ A general location map showing the relationship of the site to such external facilities as streets, residential areas, commercial facilities and recreation/open space areas.



- ☐ The location of all existing public streets, rights-of-way, easements and other reservations of the land in the area of the property in question, means of ingress and egress to such property, off-street parking, loading and service areas, if any, for or on such property and any screening or buffers on such property and the nature and type thereof.
- ☐ The location of all proposed streets, driveways or other facilities designed to accommodate vehicular movement in the development and points of ingress and egress, parking areas including the exact number of spaces and loading and service areas (location of dumpsters and any utility buildings), and traffic impact analysis of projected trip generation, including methods of circulation for the development.
- ☐ The location, size and capacity of all existing and proposed utilities, including but not limited to potable water, sanitary sewer, storm sewer, electric power, natural gas, and existing fire hydrant locations. (If central sanitary service is not available, the size/capacity and location of septic tank and drainfield is to be shown.)
- ☐ The location of all existing drainage holding or carrying facilities, natural or manmade, including creeks, ponds, sinkholes, retention/detention basins, ditches, culverts and storm sewers.
- ☐ All proposed drainage facilities required for the drainage of the property, showing the manner of drainage of all existing and proposed impervious surfaces, green areas, showing all control devices such as storm sewers and retention or detention facilities.
- ☐ A landscape plan which shows all proposed landscaping as well as natural features to be retained.
- ☐ Depending on the nature of the development, the city may require soil tests performed by qualified laboratories.
- ☐ The location and dimensions of all proposed buildings and structures to be included in the development, indicating the gross floor area of all buildings.
- ☐ Dimensions of all setbacks and open spaces.
- ☐ Location of all open space planned with attention to their adequacy in terms of size and placement, their effect on privacy of adjacent living areas and their relationship to communitywide open spaces.
- ☐ Location of proposed signage including size and materials.
- ☐ The percentage of the site that will be covered by buildings and structures and the percentage that will be covered by streets, drives, parking and loading areas.

**Such other information as required by the city due to the nature of the project.**

Prior to submittal of the application, and to ensure compliance with this article, there shall be a pre-submittal conference between the applicant and the city engineer.

The requirements of the site development permit under this section shall be in addition and supplemental to any other ordinance or regulation of the city, including but not limited to those requirements under [chapter 130](#) of the City Code.